

# Secure Business Filing Service Enrollment Application Authorization

The Secure Business Filings (SBF) service is an optional service designed to discourage fraudulent business filings in Louisiana. The service notifies you or your delegate (the SBF Enrollee) via email whenever amendments are filed on your business. You will have an opportunity to review the business filing and approve or reject further processing by the Secretary of State. To approve a business filing, you or your delegate must provide the Personal Identification Number (PIN) assigned to you within five days of receiving notification of a pending business filing. If you reject the business filing, or if five days pass with no actions performed, the filing will not be processed further by the Secretary of State. You can give the PIN to any person filing business documents on your behalf to bypass the approval step, but you will still be notified when filings are received, regardless of their approval status. The Louisiana Secretary of State cannot be held responsible for unauthorized usage of the PIN or changes made to your business record as a result of an unauthorized user entering the correct PIN; however, you can change the PIN at any time to discourage unauthorized usage.

Any person with a geauxBIZ account associated with the business can enroll in the SBF service; however, the enrollment application must be authorized by a person who is a named officer, director, manager, member (if no manager is on file) or partner of record with the Louisiana Secretary of State (the *Authorizing Authority*), and the identity of the Authorizing Authority must be verified by a commissioned notary in the state where the Authorizing Authority resides. Only one person can enroll in the SBF service per business and enrollments do not expire; however, they can be cancelled.

**This completed form serves as the required authorization for an SBF enrollment application. Complete all the information requested below, and then convert this form to a PDF. You will upload the PDF as required by the SBF enrollment wizard:**

**Business Name** (must match the legal business name as registered with the Louisiana Secretary of State):

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**SBF Enrollee Name** (if different than the Authorizing Authority):

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**SBF Enrollee Email Address** (must match the email address registered with an existing geauxBIZ account):

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I, the Authorizing Authority named below, in performance of my duties as a named officer, director, manager, member or partner of record with the Louisiana Secretary of State for the business named above, do hereby authorize the SBF Enrollee named above to enroll in the SBF service for this business. I understand that the SBF Enrollee is responsible for maintaining the security and usage of the approval PIN for this business, and has sole authority to review and approve or reject all future amendments filed on this business during a five-day review period before they are automatically rejected (or automatically processed, if the filing is an SBF enrollment amendment). I also understand that the SBF Enrollee named above can cancel their SBF enrollment at any time without advance notification, or may be replaced at any time by a new enrollee who provides authentic authorization documentation for this business. The Secretary of State also reserves the right to cancel the SBF service, change the PIN, remove an SBF Enrollee, change the SBF service terms and conditions, act to prevent fraudulent activity, or share evidence of fraudulent activity with prosecutors at any time.

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**Printed name of Authorizing Authority**

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**Title of Authorizing Authority**

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**Signature of the Authorizing Authority**

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

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**Notary Signature**

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**Printed Name and Notary/Bar Roll Number**